

Student Activity Forms for Fundraisers

Potential for sale & Sales Follow up forms:

- The potential for sale form and sales follow up serves as an application for approval of an intended sales project, and, as well as, to account for the income and expenses from sales projects conducted by activity organizations.
 - The advisor will determine if the sales project is properly within the organization's statement of purpose and budget. If it is not, the statement of purpose or budget must be modified and approved prior to beginning the sales project. The advisor will fill out the potential for sale form and submit it to the principal for approval. The form will then follow the approval process. (please allow two weeks prior to the sale).
 - The sale may last longer than two weeks (unless special approval is granted by the superintendent).
 - The advisor is to verify that the order of goods is complete, or, noting shortages/overages, return a copy of the purchase order, packing slips and any invoices that are sent with the order to the treasurer's office.
 - When the project is completed and all money has been received, the advisor will complete the sales follow up form and submit it to the Treasurer's Office. If a shortage/overage exists on the bottom of the sale project form must be explained and documented.

Requisition Form

- Please fill out the requisition form and return to the principal or athletic director once sale is approved. The advisor will receive a proper purchase order for the goods to be purchased.
 - A requisition form will still need to be completed because the potential for sale is considered a purchase order. All items for resale must be obtained through the customary purchase order process.

Pay-In Form

- All money received is to be given to Treasurer's Office to ensure the timely deposit of money. Please submit a pay-in form along with the deposit. Deposits must be turned in to the Treasurer's Office by 2:30 p.m.